



Job Opening: Payroll Administrator

📍 Location: NY

Oliver Inc. offers a full range of creative, competitive, and reliable services that make it a one-stop solution for all of your **printing and packaging needs.**

With multiple production facilities located in the US, Oliver is proud to offer innovative and customized options to help you achieve your sustainable packaging goals.

If you can dream it, Oliver can do it! We think outside the **Box ...and Print** beyond!

Oliver Inc. is looking for a motivated, experienced **Payroll Administrator**, responsible for processing weekly and biweekly payrolls for all exempt and non-exempt employees. The **Payroll Admin.** must have the ability to work independently and communicate with all levels of staff, specifically with Supervisors/Managers and Accounting Dept., providing support in each area and maintaining confidential employee data. The ideal candidate uses and understands the flow of transactions in an integrated and automated payroll accounting system, leading the company to full paperless, electronic payroll management. This role has individual accountability and ownership of Payroll and is point of contact for employees for all Human Resources inquiries. Previous experience using the PAYPRO payroll system (Work Force One) will be highly considered. The **Payroll Admin.** must understand and follow payroll procedures, filing required monthly, quarterly, and year-end tax payments (within state online portals) of withholding and unemployment taxes. The candidate will be proactive in researching all payroll-related trends, specifically with changes in federal, state, and local payroll taxes.

If you believe in continuously improving HR processes, we would like to meet you!

Responsibilities

- Reviews for accuracy time-worked information for all hourly and salaried employees.
- Updates employee information relative to payroll.
- Maintains and verifies worked hours and benefit time usage activity.
- Processes PTO (paid time off) and time-card adjustments as necessary
- Prepares various reports and matches to month-end payroll summary.
- Performs calculations and tasks relating to setting up new hires, processing severance and termination payouts along with any miscellaneous payroll and benefits deductions, working closely with Human Resources on benefit-related information and deductions.

Qualifications

- 3 to 5 years related experience.
- Broad knowledge of payroll, payroll taxes, and the technical/administrative skill associated with AR, and/or AP processes.
- Payroll management: at least 2 years of using PAYPRO payroll software
- Advanced use of MS Word, Excel, and various reporting software – Work Force One is a plus.
- Good knowledge of legislation relevant to accounting and payroll (such as Sarbanes-Oxley Act or FLSA)
- Proficient data entry
- Good mathematical background
- Willingness to take on new responsibilities as needed
- Ability to communicate with all levels of staff
- Associates degree a must, bachelor's degree preferred
- Excellent oral and written communication skills.
- Bilingual in English/ Spanish a plus

Oliver Inc. Is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, gender, gender identity and expression, sex, sexual orientation, disability, age, citizenship status, veteran status, or any other characteristic protected by applicable federal, state or local laws.

Apply now at www.oliverinc.com/careers.